



Office of the Administrative Director — Fiscal Office, Support Services Division

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December 20, 2006

MEMORANDUM

TO WHOM IT MAY CONCERN:

FROM: Janell Kim, Financial Services Administrator

SUBJECT: ADDENDUM NO. 1, REQUEST FOR PROPOSALS NO. J07030
For Health & Human Services for Fiscal Bienniums 2007 - 2011

Transmitted herewith for your review is one copy of Addendum No. 1 for the Health & Human Services RFP J07030.

Should you have any programmatic questions regarding this Addendum, please call the individuals listed in the service specifications.

Other questions regarding the Request for Proposal may be directed to Naty Butay in the Judiciary Contracts & Purchasing Office, at (808) 535-5805, or email naty.b.butay@courts.state.hi.us

A handwritten signature in dark ink, appearing to read "Janell Kim", with a stylized flourish at the end.

Janell Kim

JK/NB:nb
Transmittal

ADDENDUM NO. 1
REQUEST FOR PROPOSALS NO. J07030
Health & Human Services for Fiscal Bienniums 2007 - 2011
The Judiciary, State of Hawaii

The items listed hereinafter are hereby made a part of Request for Proposals No. J07030 for the above project, and shall govern the work taking precedence over previously issued specifications governing the items mentioned.

I. Written Questions submitted relating to RFP J07030, with Judiciary Responses.

Q1. Section Two, All Service Specifications, Scope of Work.
Please provide procedures to comply with your fingerprinting requirements.

R1. As discussed in the orientation meetings, the Office of the Attorney General, Hawaii Criminal Justice Data Center, may be able to suggest some options regarding fingerprinting. They can explain procedures for inquiries authorized by statute.

For inquiries not authorized by statute, the provider can contact the Judiciary program coordinator who may be able to suggest some options to access criminal records.

Q2 Section Two, Service Specification 2.3 - JCFDVI, Pg. 2-25 to 2-36
There was a concern about the domestic violence funding issues between adults and juveniles, whether it is separated or combined.

R2. There should not be any confusion on domestic violence funding issues. At this time, Judiciary programs keep the domestic violence budget for adults and juveniles in one lump-sum. Amounts are appropriated during contract negotiations, as the program coordinator sees fit.

Q3. Section Two, Service Specification, 2.3.3B.7 - JCFDV1, Pg. 2-35,
Applicant has concerns that the current units of service figures are unrealistic.

R3. As indicated in the RFP, the estimated numbers reflect a range of anticipated client to be serviced. The low to high range of numbers was estimated for all Circuits. High levels were adjusted to provide for any increases in service demands which may develop. Levels of service and other specifics concerning this area can be modified during the contract negotiation process.

Q4. Section Two, Service Specification, 2.4 - JCFRS.

We will be submitting a proposal for residential services at “X” Circuit and during the evaluation through the contract period, “X” Circuit will be negotiating with the other Circuits which may want to use some slots. It is my understanding that if we wish to provide services to anyone in the state, this is how it has been handled in the past and how other Circuits have accessed our services. Therefore, on our single proposal, we will indicate that our services are open to anyone within Hawaii, via “X” Circuit. Is this correct?

- R4. Yes you are correct in submitting your one proposal, indicating that your services are open to anyone within Hawaii, via “X” Circuit. Conversely to further clarify this issue, if a provider has 2 facilities, one at “X” Circuit and one at “Y” Circuit, the provider shall submit 2 separate proposals (i.e. not “alternate” proposals), one proposal to “X” to satisfy their units of service estimates, and one proposal to “Y” to satisfy their units of service estimates.

Finally we also suggest that you indicate in your proposal the maximum Units of Service (Sec. 2.4.3.B.7., Pg 2-44) which you are able to accommodate for the Judiciary.

Q5. Section Two, Service Specification, 2.4.3A - JCFRS, Pg. 2-41.

Two services are listed - item #1 for residential placement with minimal supervision and item #2 for highly structured residential placement. Are separate proposals required for each service activity or can they be described in one proposal with supporting documentation and budget information relevant to each service?

- R5. The last statement in Section 2.4.3.A. shall be amended to read as follows:

- (a) For First Circuit only, separate proposals shall be submitted for each service activity.
- (b) For Second, Third and Fifth Circuits, applicants shall submit one proposal to include either or both service activities. If the proposal includes both service activities, the applicant must detail separate service descriptions, facilities, and pricing as the programs must utilize separate residential facilities with no intermingling of minimal supervision and maximum supervision clients. If the proposal is submitted for fixed price, the applicant shall also submit a unit of service for each service activity.

Q6. Section Two, Service Specification, 2.9.1.C. - JC151C, Pg 2-78, includes Ohana Conferencing as one of the In -Community services. On the contrary,

Section Two, Service Specification 2.9.3.A.6., Pg. 2-82, includes Family Conferencing as one of the services requested. Are we referring to Family Conferencing or Ohana Conferencing?

R6. “Family Conferencing” is the correct reference. Therefore, the last two words in Section 2.9.1C - JC151C shall be changed from “Ohana Conferencing” to “Family Conferencing”.

Q7. Section Two, Service Specifications, 2.9.3.A.7. - JC151C, Pg. 2-83. Services requested lists Communication Skills Improvement but the island seeking the services is omitted. Which island is this for?

R7. The island of Oahu is seeking the Communication Skills Improvement services.

Q8. Section Two, Service Specification, 2.15.3.A.4. - DR2MDC, Pg. 2-149. The provision states that “Twenty-four (24) hour crisis telephone response shall be made available to clients including access to higher level consultation with appropriate staff, e.g. physician, nurse, Clinical Director, etc. as necessary”.

- (a) Can this service be sub-contracted with an existing crisis line or does it have to be provided by the applicant facility?
- (b) Does this have to be provided by personnel who have been trained in crisis intervention in all areas, e.g. sexual assault, domestic violence, suicidal persons, etc?

R8. Upon further review of this Section 2.15.3.A.4. regarding “Twenty-four (24) hour crisis telephone response”, please **DELETE** this requirement 4 from the RFP.

Q9. Section Three, Proposal Application Instructions, 3.5.1. - Pricing Structure, Pg. 3-3. In filling out the budget form, can the budget reflect the company’s entire practice or does it have to reflect only the budget for what the company is bidding for?

R9. Please submit your budget isolated in reference to the particular service specification, especially if the proposal is requesting a fixed price or includes reimbursement items.

Q10. Section Three, Proposal Application Instructions, 3.5.2. - Other Financial Related Materials, Pg. 3-4.

**If a newly formed company's financial statements are not available,
can personal financial statements be submitted as part of the proposal?**

R10. If there are no current financial statements for the provider, please provide us with an explanation in your proposal. At this time, the provider need not submit his/her personal financial statement in lieu of the company's financial statement. The program coordinator will contact the applicant if additional information is necessary during the evaluation process.

**Q11. Section Four, Proposal Evaluation, 4.3.2.5. - Financial, Pg 4-3.
Is there other financial information that would assist the Judiciary in
evaluating proposals?**

R11. Yes. Especially for fixed price proposals submitted to the Second Circuit, the applicant shall also submit a unit of service rate for each service activity.

END OF ADDENDUM NO. 1